MONEY MUSEUM
Hungarian Money Museum & Visitor Center

RESEARCH REGULATIONS OF THE MONEY MUSEUM FOR RESEARCHERS

(1) The Money Museum (PM) shall comply with Government Decree No. 47/2001 (III. 27.) and Sections 43–47 of Act CXL of 1997 on Museum Institutions, Public Library Services, and Public Education.

(2) Any scientific examination, data collection, and information gathering conducted in the Numismatic Collections and specialized library of the PM shall be considered research—regardless of whether the research or publication is aimed at the dissemination or use of the specific material, or merely at the use of the information, data, and conclusions derived from it.

(3) The PM provides —including photographs of artifacts, photocopying, artifact reproduction, and other reproduction services—for the benefit of researchers,

subject to fees established at the institutional level.

(4) Research may be conducted in the PM's collections by staff members of domestic and foreign partner institutions engaged in scientific work, domestic and foreign individuals who are officially or by virtue of their office classified as researchers, as well as other natural and/or legal persons.

(5) Research Restrictions: In the PM's collections (within 5 years of registration), the processing and research of cultural assets, as well as the (hereinafter collectively referred to as "museum materials") for scientific and public educational purposes primarily by the institution's specialist(s) who or who carried out their initial identification, description, and cataloging, preserved their condition, or restored them. Museum materials subject to a 5-year research embargo are not accessible to external researchers.

(6) Materials registered and preserved in the PM's collections, as well as the relevant documentation, may be researched by those holding a valid research permit. Cultural assets held by the PM as non-proprietary materials (received on deposit, on loan, for expert evaluation or restoration, or in response to a court or official request , etc.), as well as the professional basic data of their documentation—listed in the appendix—may be granted a research permit only if the contract concluded at the time of transfer —or, in the absence thereof, the owner—expressly authorizes it. When granting permission to research documents of lasting value held in museum institutions, regarding public records, public archives, and private archival materials.

(7) The research permit must be requested electronically from the professional director of the PM, indicating the applicant's name (or the name of their representative, if a natural or legal person), address, registered office, identification document number (in the case of non-EU citizens, passport number), the purpose of the research, the research topic, and its historical time frame.
The application form for the research permit can be downloaded from the PM website. The

completed and signed application must be scanned and sent electronically to **kutatas@penzmuzeum.hu**.

The head of the PM shall decide on granting or refusing the permit within 15 days from the submission of the application.

(8) By signing the research permit, the researcher undertakes to comply with the relevant laws and museum regulations listed above.

(9) Only the professional director of the PM may grant a research permit.

(10) The professional director of the PM decides on granting or refusing the permit within 15 days from submission. The applicant will be notified by email. If the permit is refused, the reasons must be provided in writing. In case of refusal, the researcher may turn to a court.

(11) Before submitting the official application, the researcher may inquire (by phone, letter, email, or in person) using the contact details on the PM website about the likelihood of finding materials related to the topic or about the rules for submitting the written application.

(12) A new research permit must be requested for each new research topic. The permit applies only to the specified topic and to museum materials not subject to research restrictions, including related finding aids.

(13) The research permit is issued to one specifically named person and is non-transferable.

(14) A research permit cannot be issued based on an incorrectly or incompletely completed application.

(15) The research permit is valid for a maximum of 12 months from the date of issue. If it expires before the research is completed, an extension must be requested in writing from the professional director of the PM. Only the professional director may grant an extension.

(16) The applicant must make a declaration and confirm with their signature that:
a) they acknowledge and comply with the provisions of the Research Regulations applicable to external researchers and the general and specific rules of the relevant collection(s);
b) they acknowledge that the research permit does not grant copyright ownership of the provided materials. For copyrighted or royalty-based materials, permission must be obtained from the rights holder;
c) permission must be obtained from the rights holder for research or publication;
d) in case of publication, the source must be accurately cited according to the customary or prescribed method (publication includes full publication of an item/document and reproduction of photographs);
e) they will inform the PM about the results of the research and, in case of publication, provide a free copy of the published work (article, book, etc.) within 1 month after publication;
f) they will not disclose or misuse any personal data that violates personal data and privacy rights and will bear legal consequences for any such misuse.

(17) A research permit cannot be granted to anyone whose permit was previously revoked (temporarily or permanently) by the professional director of the PM, or who has been banned

from all museums or other public collections in the country by the supervising ministry, as well as in other cases listed in the relevant government decree.

(18) For materials registered as requiring special permission, separate authorization must be requested by the researcher for access and reproduction. The PM will inform the researcher if such permission is required.

(19) Research and study of the PM collections may only take place in designated areas of the institution, in the presence or with the assistance of supervising staff.

(20) If the researcher submits the exact reference of the requested materials 3 days in advance, the materials will be prepared, and work may begin upon prior appointment and possession of a valid permit.

(21) The researcher may not alter the order, arrangement, or condition of the materials.

(22) It is strictly forbidden to damage museum materials in any way (e.g., prying, scratching, dismantling, tapping, gluing, marking with pen/pencil, altering text, underlining, drawing, folding corners, crumpling, writing on them, or any irregular handling). Such actions are considered damage to cultural property.

(23) The researcher may use personal technical devices (e.g., laptop, notebook, typewriter, recorder) to assist their work. This does not apply to reproduction activities requiring fees (e.g., scanning, photography, video recording, etc.).

(24) The researcher may request information from relevant experts, including curators, restorers, or designated staff.

(25) However, staff are not obliged to provide text interpretation, translation, reading assistance, or to draw scientific conclusions from the data.

(26) The researcher may request reproductions (photocopies, photographs, video, CD, DVD, object replicas, etc.) for a fee, provided they have permission. Copies may be requested from the director of the PM at the researcher’s expense in accordance with copyright law.

(27) If the researcher does not begin the approved research within 5 days of the agreed start date without notice, the prepared materials will be returned to storage.

(28) If interrupted research is not resumed within one month without explanation, it is considered completed. Extensions may be granted upon justified request.

(29) If multiple researchers request access to the same materials, priority is given to the one who submitted the application earlier, but not for more than one month.

(30) Museum materials may not be loaned for research purposes and cannot be removed from the research room.

(31) Research schedules must be strictly observed to ensure uninterrupted museum operations.

(32) Research conducted in the PM collections is free of charge.

(33) By signing the research permit, the researcher acknowledges and accepts these regulations as binding.